

HQ. INSTRUCTION SHEET

con.

REMOVE			INSERT			EXPLANATION
ISSUANCE NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
						Subparagraph 30-6a(2) is revised to allow advance of funds for travel connected with resignation, retirement, or separation not to exceed 80% of the estimated costs.

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FINANCIAL ADMINISTRATION

DRAFT A

6. TRAVEL, TRAINING, OPERATIONAL, HOSPITALIZATION, AND EMERGENCY ADVANCES. This paragraph sets forth basic policy and general responsibilities with respect to advances of funds for travel, training, operational, and hospitalization purposes, and emergency advances against earned salary, or travel or other claims. Specific responsibilities and procedural requirements applicable to such advances and the settlement thereof are contained in chapter VI of

a. POLICY

- (1) (No change)
- (2) Advances may be made to personnel authorized to perform official travel in an amount estimated to cover per diem or actual subsistence expenses within authorized limitations, mileage allowances when the use of a privately owned conveyance is authorized, travel fares (except when purchased or to be purchased by the use of United States of America Transportation Requests), and other reimbursable travel costs except that travel and transportation advances for resignation, retirement, or other separation may not exceed 80% of the estimated reimbursable costs.

- (3) through (9) (No change)

b. RESPONSIBILITIES

(No change)

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